ARTICLE IV: PROVISIONS FOR COMPENSATION AND WORK HOURS

This proposal is for Article IV, Section 1.5

5. Payment Regulations:

a. SPS uses electronic bank deposit to provide employees their salary payments on the first SPS business day of each month. One-twelfth (1/12) of an employee's annual salary will be paid on the first SPS business day of October and each of the following eleven months.

b. For individuals hired after the beginning of the work year, the salary payments will be paid pro rata for the remaining payments for that work year.

c. Pro rata payments for changes of salary, special assignment payrolls, and requests for special payments that are received in Payroll Services on or before the 15th of the month will be processed with the first subsequent monthly payroll and paid on the first SPS business day of the month.

d. Salary Adjustments: A set of all official transcripts will be sent in a sealed envelope from the college or university to Human Resources as soon as possible after a contract is offered. Transcripts required for Human Resources to determine contract adjustments, if any, are in addition to transcripts sent to the Office of the Superintendent of Public Instruction (OSPI) for certification purposes. Upon completion of additional college or university work, the employee will have the transcript sent to Human Resources to assure proper placement on the SPS Salary Schedule.

e. Individual Salary Changes: The deadline for filing of credits in Human Resources for employees currently employed and for salary adjustments for the current school year is the last school day in October. The deadline for the earning of the credits is October 1. Credits earned during the first semester, or later, may not be counted for salary purposes until the following year. No in-service workshop or professional in-service credits earned or reported after October 1, 1979, will be accepted or counted for salary advancement.

Further clarifications to these deadlines are as follows:

1) Employees whose transcripts for credits or degrees earned through October 1 which, for any reason, have not reached Human Resources by the October deadline (the last school day in October) may send in their transcripts after the deadline, but for current school year salary adjustment purposes no later than the last school day of the first semester. Late transcripts received after the October deadline will be evaluated for current salary increases, but any earned increase will be granted for the second semester only.

2) No transcripts of credit or degrees will be accepted after the last school day of the first semester for current school year salary adjustments. Transcripts of credits or degrees received after this time will not apply until the following school year.

3) Salary adjustments for employees currently employed are made as soon as possible after credits justifying the change are received. Credits received by 08/01 make possible salary adjustments in October warrants. Credits received after 08/01 and on or before the last teaching day in October make possible salary adjustments by 12/01 but not later than 02/01 retroactive to the beginning of the school year.
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4) Employees who have earned additional college credits, whatever the date, and whether or not they would affect salary, are urged to submit these credits as early as possible so that their records may be always up to date.

5) Transcripts must be official, contain the college registrar’s stamp, and may be sent directly to Human Resources. If sent or brought in by the employee, they must be enclosed in envelopes sealed by the college. Unsealed transcripts will not be accepted for salary purposes at any time. It is the employee’s responsibility to order these; they are never requested from a college by the SPS. Official transcripts for Human Resources are required in addition to transcripts sent to the Superintendent of Public Instruction in Olympia by the educator or the college. The SPS will not forward transcripts to the Superintendent of Public Instruction in Olympia for certification purposes.

6) Vocational academic credits must be listed on either an official, sealed transcript or listed on an official certificate from a vocational institution accredited by the Superintendent of Public Instruction and/or the Northwest Association of Schools and Colleges. The official certificate must recognize successful completion of the course(s) and must list the number of clock hours completed. This official certificate must be enclosed in an envelope sealed by the vocational institution.

f. Salary overpayments due to error will be repaid according to a monthly installment schedule mutually agreed upon by the employee and the SPS. The employee will be notified by the SPS of their right to SEA representation at all meetings relating to overpayments of salary. If the employee and the SPS do not agree on a repayment schedule, the SPS will implement a repayment plan, subject to the provisions of Article X.